

**APPROVAL TO START A NEW EMPLOYEE
ON HACAP PAYROLL**

Position Title _____ Work Location _____

Position Grade _____ Starting Rate _____ Scheduled # of hours per week _____

Scheduled work hours _____ am to _____ pm

HACAP has selected (name) _____ as the best qualified to fill the above position and would like this Employee to begin work on (date) _____ and attend new employee orientation on {date} _____.

Human Resources Staff

Date

Program Director

Date

NOTICE TO HIRE

_____ may may not begin to work on _____.

Reason for denial:

CEO/Designee

Date